

# Border Patrol Agent (Intelligence) - Reassignment Opportunity Bulletin

DEPARTMENT OF HOMELAND SECURITY

Customs and Border Protection

United States Border Patrol

## Open & closing dates

🕒 01/02/2018 to 01/16/2018

## Pay scale & grade

GS 12

## Appointment type

Permanent

## Salary

\$72,544 to \$94,310 per year

## Work schedule

Full-Time

## Locations

10 vacancies in the following locations:

### Ajo, AZ

1 vacancy

### Tucson, AZ

9 vacancies

## Relocation expenses reimbursed

No

## This job is open to

**Internal to an agency.**

Current federal employees of this agency.

**Announcement number**

USBP-ROB-10100867-HH

**Control number**

487174600

## Duties

### Summary

THIS IS A VOLUNTARY REASSIGNMENT OPPORTUNITY FOR CURRENT GS-1896-12 BPAs WITH COMPETITIVE STATUS, OR GS-13 (OR HIGHER GRADED) BPAs WITH COMPETITIVE STATUS WHO ARE WILLING TO TAKE A VOLUNTARY CHANGE TO LOWER GRADE. NO RELOCATION REIMBURSEMENT IS AUTHORIZED UNDER THIS ANNOUNCEMENT.

***Customs & Border Protection (CBP): Securing America's Borders***

Do you desire to protect American interests and secure our Nation while building a meaningful and rewarding career? If so, the Department of Homeland Security (DHS) is calling. DHS components work collectively to prevent terrorism, secure borders, enforce and administer immigration laws, safeguard cyberspace and ensure resilience to disasters. The vitality and magnitude of this mission is achieved by a diverse workforce spanning hundreds of occupations. Make an impact; join DHS.

Discover a challenging and rewarding career with U.S. Customs and Border Protection (CBP), the sole organization responsible for securing the nation's borders. At CBP, we:

- Secure and facilitate trade and travel while enforcing hundreds of U.S. regulations, including immigration and drug laws
- Screen passengers, vehicles, and shipments entering our country
- Seize illegal narcotics, vehicles, and agricultural products
- Prevent unauthorized entry into the country
- Rescue individuals who fall into dangerous conditions traversing our border

For more information about CBP's mission, activities, and careers see [www.cbp.gov](http://www.cbp.gov)  
(<http://www.cbp.gov>).

**Who May Apply:**

- Current CBP employees, who are current or former GS-1896-12 BPAs with competitive status within the U.S. Border Patrol OR current or former GS-13 (or higher graded) SBPA/BPAs CBP employees with competitive status who are willing to take a voluntary change to lower grade.
- View [common definitions](http://www.dhs.gov/xabout/careers/gc_1303762131481.shtm)  
([http://www.dhs.gov/xabout/careers/gc\\_1303762131481.shtm](http://www.dhs.gov/xabout/careers/gc_1303762131481.shtm))

of terms in this announcement.

**Organizational Location:** This position is with the Department of Homeland Security, within U.S. Customs and Border Protection, U.S. Border Patrol, Tucson Sector Headquarters, Sector Intelligence Unit:

- Ajo Station, Why, AZ.
- Tucson Headquarters, Tucson, AZ.
- Three Points Substation, Tucson, AZ.

## Responsibilities

This position will allow you to use your expertise to prevent illegal entry of aliens into the United States by land, water, or air; enforce criminal provisions of the Immigration and Nationality laws; seek out and apprehend smugglers or aliens who are in the United States illegally; and participate in Sector intelligence operations. This position starts at a salary of \$72,544 (GS-12, Step 1) to \$94,310 (GS-12, Step 10) with promotion potential to \$94,310 (GS-12, Step 10). Salary may be adjusted to reflect a pay increase for 2018. Apply for this exciting opportunity to strengthen the Department's ability to protect the homeland.

As a Border Patrol Agent (Intelligence) you will serve as a **primary** law enforcement officer (under 5 U.S.C. 8331 (6C) and 8412 (d) and be responsible for:

- Collecting, analyzing, and disseminating strategic and tactical intelligence reports within the Agency and to other law enforcement officials nationwide;
- Updating national databases with collected information on smugglers, informants, and counterfeit operations;
- Utilizing a variety of automated information systems for gathering intelligence information gathering and reporting on trends and patterns.

## Travel Required

Occasional travel - You will be required to travel frequently.

## Supervisory status

No

## Promotion Potential

12

## Who May Apply

### This job is open to...

CBP Internal Employees

Questions? This job is open to 1 group.

## Job family (Series)

### [1896 Border Patrol Enforcement Series](https://www.usajobs.gov/Search/?j=1896)

(<https://www.usajobs.gov/Search/?j=1896>).

# Requirements

## Conditions Of Employment

- You must be a U.S. Citizen to apply for this position

- Males born after 12/31/1959 must be registered with Selective Service
- You must be able to meet job-related medical and/or fitness standards
- You may be required to pass a background investigation and/or polygraph
- You may be required to pass initial and random drug testing

**This is a non-bargaining unit status position.**

**Language Requirement:** You must be proficient in the Spanish language (i.e. able to speak and read Spanish).

**Change to Lower Grade:** If you are a BPA GS-13 or higher accepting this position you will be required to sign a Change to Lower Grade form.

**Law Enforcement Retirement:** This position qualifies for law enforcement retirement. For more information on required years of service and retirement age, refer to the following link: [http://cbpnet/xp/cbpnet/hrm/hr\\_prof/staffing/maximum\\_age.xml](http://cbpnet/xp/cbpnet/hrm/hr_prof/staffing/maximum_age.xml) ([http://cbpnet/xp/cbpnet/hrm/hr\\_prof/staffing/maximum\\_age.xml](http://cbpnet/xp/cbpnet/hrm/hr_prof/staffing/maximum_age.xml)).

For additional information on when an employee continues or discontinues coverage under the special retirement system for law enforcement officers, please see the CSRS and FERS handbook, Chapter 46, pages 12-13. <https://www.opm.gov/asd/hod/pdf/C046.pdf> (<https://www.opm.gov/asd/hod/pdf/C046.pdf>).

**Firearms Requirement:** You are required to carry a firearm on duty. Anyone who has been convicted of a misdemeanor crime of domestic violence cannot lawfully possess a firearm or ammunition (Title 18, U.S.C. Section 922 (g) (9)). Candidates will be required to certify whether they have ever been convicted of such an offense.

**Age Requirement:** In accordance with the provisions of Public Law 93- 350 and 100-238 DHS Management Directive 251-03, candidates must be referred for selection before reaching their 37th birthday. Creditable service covered by Title 5 U.S.C. 8336(c), Title 5 U.S.C 8412(d), or creditable service on or after July 6, 2008 covered by Public Law 110-161 may be applied toward the maximum age requirement. This age restriction may not apply if you are currently serving in a federal civilian (not military) law enforcement position covered by Title 5 U.S.C. 8336(c) or Title 5 U.S.C. 8412(d).

**Physical and Medical Requirements:** Because the duties of the position are of a strenuous nature and require a high degree of interaction and responsibility to the public, you must undergo and successfully pass our medical screening process. We will schedule, provide and pay for the required basic medical examination. For more information, go to <https://www.cbp.gov/careers/frontline-careers/bpa/app-proc> (<https://www.cbp.gov/careers/frontline-careers/bpa/app-proc>).

**Veterans' Preference Eligibility:** The maximum age for original appointment does not apply to veteran's preference eligibles.

## Qualifications

**Basic Qualification Requirements:** The basic qualification requirements include experience in law enforcement or other responsible work that demonstrates the ability to make arrests and exercise sound judgment in the use of firearms; to deal effectively with individuals or persons in a courteous, tactful manner; and to analyze information rapidly and make prompt decisions.

### AND

You qualify at the GS-12 level if you possess one year of specialized experience that includes reviewing, processing, and evaluating incoming intelligence information from a variety of sources; using creative methodologies to develop trends, patterns, profiles, estimates, studies, and tactical interdiction to solve unusual problems; collecting sensitive information regarding the criminal activities of aliens involved in alien smuggling, narcotics trafficking, terrorism, and organized crime; and developing intelligence collection plans.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

You must:

- Meet all qualification requirements, including education if applicable to this position, subject to verification at any stage of the application process; and
- Meet all applicable Time in Grade requirements (current federal employees must have served 52 weeks at the next lower grade or equivalent grade band in the federal service) by 01/16/2018.

The Office of Personnel Management (OPM) must authorize employment offers made to current or former political appointees. If you are currently, or have been within the last 5 years, a political Schedule A, Schedule C, Non-career SES or Presidential Appointee employee in the Executive Branch, you must disclose this information to the Human Resources Office.

**Background Investigation:** U.S. Customs and Border Protection (CBP) is a federal law enforcement agency that requires all applicants to undergo a thorough background investigation prior to employment in order to promote the agency's core values of vigilance, service to country, and integrity. During the screening and/or background investigation process, you will be asked questions regarding any felony criminal convictions or current felony charges, the use of illegal drugs (e.g., marijuana, cocaine, heroin, LSD, methamphetamines, ecstasy), and the use of non-prescribed controlled substances including any experimentation, possession, sale, receipt, manufacture, cultivation, production, transfer, shipping, trafficking, or distribution of controlled substances. For more information visit [this link](http://www.cbp.gov/careers/join-cbp/which-career/apply/background-investigation) (<http://www.cbp.gov/careers/join-cbp/which-career/apply/background-investigation>).

**Polygraph Examination:** The Border Patrol Agent (Intelligence) - Reassignment Opportunity Bulletin position is a polygraph-required position. If you are not a current CBP employee in a law enforcement position, you may be required to take a polygraph exam and have favorable results in order to continue in the pre-employment process. Please see [Polygraph Examination](http://www.cbp.gov/careers/car/poly) (<http://www.cbp.gov/careers/car/poly>).

**Polygraph Reciprocity:** CBP may accept the results of a prior federal polygraph exam in lieu of a CBP polygraph exam. You will receive information to request reciprocity in your Background Investigation Package.

**Polygraph Waiver:** Certain veterans may be eligible to obtain a polygraph waiver. You will receive information to request a waiver in your Background Investigation Package.

**Probationary Period:** Current and former federal employees may be required to serve or complete a probationary period.

**Agency Career Transition Assistance Program (CTAP) Eligibles:** If you have never worked for the Federal Government, you are not CTAP eligible. Information about CTAP eligibility can be found [here](http://www.opm.gov/Reduction_In_Force/employee_resources/ctap/Employee-Guideline_CTAP.asp#3a) ([http://www.opm.gov/Reduction\\_In\\_Force/employee\\_resources/ctap/Employee-Guideline\\_CTAP.asp#3a](http://www.opm.gov/Reduction_In_Force/employee_resources/ctap/Employee-Guideline_CTAP.asp#3a)).

To be considered well qualified under CTAP, you must possess the knowledge, skills and abilities and/or competencies clearly exceeding the minimum requirements of the position.

## Education

**Training:** If you have not already done so, you will be required to attend 11 weeks of paid training at Border Patrol Academy in Artesia, NM. This technical training must be successfully completed according to the standards of the agency. Failure to do so will be grounds for mandatory removal from the position. Such failure will result in either reassignment to a different position, demotion, or separation by appropriate procedures.

**Additional Training:** You may be required to attend developmental training courses.

**Motor Vehicle Operation:** You must have a valid automobile driver's license at the time of appointment.

**Uniform:** This position requires you to wear an officially approved uniform while in a duty status.

**Work Conditions:** You may need to lift and move heavy items. You may need to stand for prolonged periods on concrete floors and walk over rough and uneven terrain. You may need to bend, stoop, walk, stand, and climb, and work in cramped positions. You may need to work outdoors, often under adverse weather conditions.

**Shift Work/Overtime:** This position requires regular and recurring shift work. You must be willing and available to work rotating shifts. You may also be rotated between assignments and duty locations. You could be required to work overtime on a daily basis and will be compensated up to an additional 25% of your base pay in accordance with the Border Patrol Agent Pay Reform Act of 2014.

## Additional information

DHS offers competitive salaries and an attractive benefits package, including: health, dental, vision, life, and long-term care insurance; retirement plan; Thrift Savings Plan [similar to a 401(k)]; Flexible Spending Account; Employee Assistance Program; personal leave days; and paid federal holidays. Other benefits may include: flexible work schedules; telework; tuition reimbursement; transportation subsidies; uniform allowance; health and wellness programs; and fitness centers. DHS is committed to employee development and offers a variety of employee training and developmental opportunities. For more information visit [this link](http://www.dhs.gov/homeland-security-careers/benefits)

(<http://www.dhs.gov/homeland-security-careers/benefits>)

### . Disabled veteran leave

(<http://www.opm.gov/news/releases/2016/08/newly-established-leave-policy-gives-disabled-veterans-more-time-to-address-medical-issues-1/>)

will be available to any Federal employee hired on or after November 5, 2016, who is a veteran with a service-connected disability rating of 30 percent or more.

CBP uses E-Verify, an internet-based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about [E-Verify](http://www.uscis.gov/e-verify)

(<http://www.uscis.gov/e-verify>).

including your rights and responsibilities.

Every individual receives a fair opportunity throughout the federal recruitment and hiring process. Learn more [here](http://hru.gov/Studio_Recruitment/tools/Mythbuster_on_Federal_Hiring_Policies.pdf)

([http://hru.gov/Studio\\_Recruitment/tools/Mythbuster\\_on\\_Federal\\_Hiring\\_Policies.pdf](http://hru.gov/Studio_Recruitment/tools/Mythbuster_on_Federal_Hiring_Policies.pdf))

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(<https://twitter.com/#!/customsborder>)

## How You Will Be Evaluated

Selection Certificates: Applications will not be rated. All eligible candidates will be referred to management in name order.

A series of vacancy questions will be used to determine your eligibility. If you meet those basic requirements, your application package may be referred to management for selection consideration. Falsification of your application will remove you from consideration and could subject you to disciplinary action.

If you are best qualified, you may be referred to the hiring manager for consideration and may be called for an interview. To preview the job questionnaire, see <https://apply.usa.gov/ViewQuestionnaire/10100867>

(<https://apply.usastaffing.gov/ViewQuestionnaire/10100867>)

Candidates who meet the minimum qualification requirements are required to possess certain Knowledge, Skills, Abilities, or Other Characteristics (KSAOs) in order to successfully perform the duties of this position. Candidates will be asked to demonstrate their attainment of these KSAOs in their resume. The KSAOs for this position are:

- Knowledge of Immigration and Nationality Laws
- Knowledge of proper law enforcement methods
- Skill in analyzing disparate facts, events, and other types of intelligence material, and identifying relevant intelligence information

- Skill in using a variety of automated information systems to gather information for intelligence, enforcement, prosecutions, and to facilitate decision making
- Skill in coordinating Sector-wide intelligence gathering operations

## Background checks and security clearance

### Security clearance

Secret

[\(https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/\)](https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/)

## Required Documents

- **Your resume:** A resume describing your job-related qualifications is required and will be used for the purpose of reviewing your qualifications and determining what training, if any, would be required when placed. Your resume must be in English and must include your job titles and a detailed description of your duties and the dates you performed them (MM/DD/YY), as well as your hours per week for each position listed. Your resume should also contain your full name, address, phone number, email address, and salary. To ensure all your experience is considered, the U.S. Border Patrol strongly suggests resumes should describe your experiences and accomplishments, assignment dates, duty locations, your current supervisor's contact information and specify whether you have performed duties in investigations, intelligence, or have worked in sector-level or national programs (e.g., horse patrol, BORSTAR, BORTAC, peer support, chaplaincy, canine, etc.), or been assigned to the U.S. Border Patrol Academy, and/or Sector or USBP Headquarters. Include leadership or specialized training and college level courses completed. Resumes should also specify each supervisory position held (clearly listing SBPA, FOS, SOS, WC, DPAIC, PAIC, ACPA, XO, DC, DCPA or CPA). Additionally, include all temporary promotions listing the grade, position, location, and period of time held; temporary details or special assignments held 30 days or more (assignment, location, and period of time); and any prior military or other specialized experience outside of USBP that is relevant to law enforcement work. NOTE: Resumes stored on USAJOBS will not automatically carry over to this announcement. You must upload or fax your resume and any other applicable supporting documentation.
- **Your responses to the job questionnaire:** <https://apply.usastaffing.gov/ViewQuestionnaire/10100867>  
(<https://apply.usastaffing.gov/ViewQuestionnaire/10100867>)
- **Are you claiming special priority selection rights under the Agency Career Transition Assistance Program (CTAP)?** You must submit a separation notice; your most recent SF-50 (noting your current position, grade level and duty location); a current (or last) performance rating of record of at least fully successful or equivalent; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; or a Military Department of National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.
- **Veterans' preference points are not applicable to Merit Promotion announcements.**
- **Are you a current or former political Schedule A, Schedule C, Non-career SES or Presidential Appointee employee?** Submit a copy of your applicable SF-50, along with a statement that provides the following information regarding your most recent political appointment:
  - Position title
  - Type of appointment (Schedule A, Schedule C, Non-career SES, or Presidential Appointee)
  - Agency
  - Beginning and ending dates of appointment
- You may be asked to provide a copy of your recent performance appraisal and/or incentive awards. Consideration will be given to performance appraisals and incentive awards as an indication of quality prior experience, no points will be assigned.

Please upload your resume under "Resume" and any other applicable supporting documents mentioned above under "Other" documents. "Other" documents may not be applicable for each applicant, but should be utilized if you are submitting a SF-50 for proof of federal service, veterans documents for eligibility, transcripts for qualifications, etc.

**It is your responsibility to verify that any information entered or uploaded is received and is accurate.** Human Resources will not modify or change any part of your application. If a document is not legible, you will not be able to view it in your application and you must again upload it by the closing date.

### If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education](http://www.ed.gov/admins/finaid/accred/) (<http://www.ed.gov/admins/finaid/accred/>).

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

## Benefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- [Benefits for federal employees](https://www.usa.gov/benefits-for-federal-employees#item-36407)  
(<https://www.usa.gov/benefits-for-federal-employees#item-36407>)
- [Healthcare insurance](https://www.opm.gov/healthcare-insurance/)  
(<https://www.opm.gov/healthcare-insurance/>)
- [Pay and leave](https://www.usajobs.gov/Help/working-in-government/pay-and-leave/)  
(<https://www.usajobs.gov/Help/working-in-government/pay-and-leave/>)

<https://www.dhs.gov/homeland-security-careers/benefits>

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

## How to Apply

Applying to this announcement certifies that you give permission for DHS to share your application with others in DHS for similar positions.

To begin your online application, click **"Apply Online"** to create a USAJOBS account and follow the prompts or log in to your existing account. Your application packet must include a completed assessment questionnaire, a resume, and any applicable and/or required supporting documentation. Please see the "Required Documents" section below for additional information. All application materials, including transcripts, must be in English.

If you are unable to apply online or need to submit a document you do not have in electronic form, visit [this link](http://help.usastaffing.gov/Apply/index.php?title=Alternate_Application_Information) ([http://help.usastaffing.gov/Apply/index.php?title=Alternate\\_Application\\_Information](http://help.usastaffing.gov/Apply/index.php?title=Alternate_Application_Information)) for more information regarding an Alternate Application process.

**Applications and supporting documentation will not be accepted by mail or email.** The address below is for inquiries only. You may apply more than once, but the most recent application is the only one that will be used. **You must submit your resume, your online questionnaire, and any supporting documents by 11:59 PM Eastern Time on 01/16/2018.**



## Agency contact information



### Phone

[952-857-2932](tel:952-857-2932)  
(tel:952-857-2932)

### Email

[cbphiring-applicantinquiry@cbp.dhs.gov](mailto:cbphiring-applicantinquiry@cbp.dhs.gov)  
(mailto:cbphiring-applicantinquiry@cbp.dhs.gov)

[Learn more about this agency.](#)  
(#agency-modal-trigger).

### Address

Customs and Border Protection  
CBP Hiring Center  
5600 American Boulevard  
Suite 700  
Bloomington, MN 55347  
US

## Visit our careers page

Learn more about what it's like to work at Customs and Border Protection, what the agency does, and about the types of careers this agency offers.

<http://www.cbp.gov/>  
(http://www.cbp.gov/)

## Next steps

The open period for this job opportunity announcement may be extended to allow for a sufficient applicant pool.

Once the job opportunity announcement has closed, we will assess your experience and training, identify the best qualified applicants, and refer those applications to the hiring manager for further consideration and interviews. You will be notified by email after each of these steps has been completed. Stay informed of changes to your application status by signing up for automatic email alerts with your [USAJOBS account](#) (<http://www.usajobs.gov/Applicant/ProfileDashboard/Home>).

. If you are referred, you will receive a final notification of the disposition of the announcement. We expect to make a tentative job offer within 60 days after the close of the announcement. If you are selected, we may conduct a suitability/security background investigation.

Additional selections may be made beyond the total number of vacancies specified using this vacancy announcement. Further selections may also be made for additional organizational divisions and/or units within the duty location(s) listed above.

If you receive a conditional offer of employment for this position, you will be required to complete an [Optional Form 306](#) ([http://www.opm.gov/forms/pdf\\_fill/OF0306.pdf](http://www.opm.gov/forms/pdf_fill/OF0306.pdf)).

(Declaration for Federal Employment), and to sign and certify the accuracy of all information in your application, prior to entry on duty. False statements on any part of the application may result in withdrawal of offer of employment, dismissal after beginning work, fine, or imprisonment.

Any offers of employment made pursuant to this announcement will be consistent with all applicable authorities, including Presidential Memoranda, Executive Orders, interpretive U.S. Office of Management and Budget (OMB) and U.S. Office of Personnel Management (OPM) guidance, and Office of Management and Budget plans and policies concerning hiring. These authorities are subject to change.

## Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

### Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy And gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) for federal employees & job applicants](http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)  
([http://www.eeoc.gov/eeoc/internal\\_eeo/index.cfm](http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)).

### Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. Under the Rehabilitation Act of 1973 the Equal Employment Opportunity Commission (EEOC) must provide reasonable accommodations:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.
- [Disability Employment - Reasonable Accommodations](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)  
(<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>).
- [How to contact an agency](https://www.usajobs.gov/Help/how-to/application/agency/contact/)  
(<https://www.usajobs.gov/Help/how-to/application/agency/contact/>).

### Legal and regulatory guidance

#### [Financial suitability](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>).

#### [Privacy Act](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/>).

#### [Selective Service](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/>).

#### [Social security number request](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>).

#### [Signature & False statements](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/>).

#### [New employee probationary period](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/>).